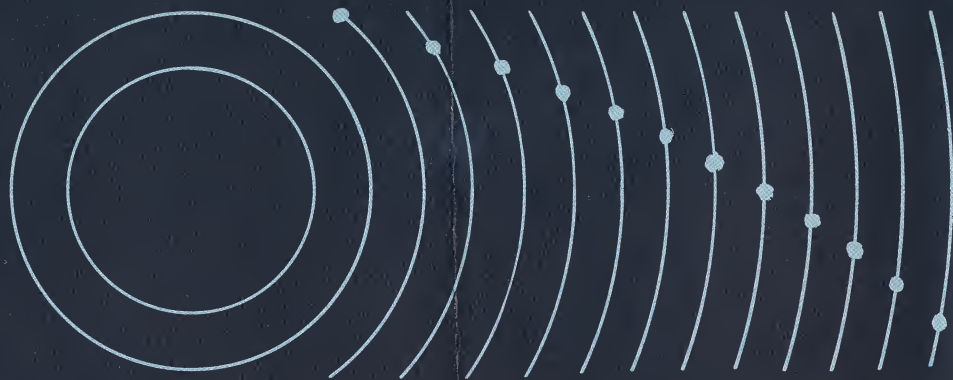


1234567 89



*Put your
telephone to
full use
around-the-clock with*

Code-a-phone®



TURN THE DIAL — CODE-A-PHONE ANSWERS, RECORDS AND STORES TELEPHONE CALLS AUTOMATICALLY, DAY OR NIGHT

Code-a-phone can add an extra-use, full-time dimension to your business telephone service during as well as after office hours. A turn of the dial and Code-a-phone goes to work—automatically answering incoming calls from clients, patients, customers and others with a recorded announcement in your true natural voice. It records and stores taped messages from callers for later delivery to you. Code-a-phone keeps your office “open for business” at all times around-the-clock—while you are busy, away or out for lunch, at night, or over weekends and holidays.

Code-a-phone is used by all types of businesses and professions for many varieties of telephone communication—giving information, taking orders, making appointments, recording incoming reports, messages and data to name but a few. Its multiplicity of uses, flexibility, simplicity of operation make Code-a-phone an effective time and money-saving tool in the efficient day-to-day operation of any business.



CODE-A-PHONE INCORPORATES LATEST IMPROVEMENTS IN ELECTRONIC TELEPHONE ANSWERING EQUIPMENT

Code-a-phone is a fully automatic, completely transistorized telephone answering instrument capable of playing out an announcement of any length up to three minutes and recording incoming messages of any length up to two hours. It is compact, light in weight and compatible in color and styling with all types of business furniture and equipment. Code-a-phone is simple to operate and features all desirable combinations of functions available today in telephone answering equipment.

CODE-A-PHONE answers the telephone in your own voice and transmits your announcement of any length up to three minutes.

CODE-A-PHONE records incoming messages of any length up to two hours at the option of the caller.

CODE-A-PHONE allows you to monitor incoming calls and speak with the caller if you wish.

CODE-A-PHONE plays back recorded messages through handset, speaker or earphone for review or transcribing.

CODE-A-PHONE erases old messages automatically or manually at high speed.

CODE-A-PHONE permits storage of recorded messages and information through use of removable tape cartridges.

CODE-A-PHONE provides accessories and controls for playback of recorded messages for convenient stenographic transcribing.

YOU CAN FIND PROFITABLE USES FOR CODE-A-PHONE IN YOUR BUSINESS

Everyone who uses a telephone to transact business can use a Code-a-phone to advantage. Code-a-phones are now used extensively by modern, efficiency minded individuals and organizations large and small in almost every field. Among the many users of Code-a-phone are:

**DOCTORS, DENTISTS
CLERGYMEN
PLUMBERS
ELECTRICIANS
TV REPAIRMEN
BEAUTY SALONS
AIRLINES**

**MOTELS, HOTELS
INSURANCE BROKERS
STOCK BROKERS
NEWSPAPERS
BANKS
REALTORS
PUBLIC STENOGRAPHERS**

**CONTRACTORS
LAUNDRIES
SALES REPRESENTATIVES
APPLIANCE REPAIRMEN
GARAGES, FACTORIES
INSURANCE ADJUSTORS
RETAIL STORES**

CODE-A-PHONE ACCESSORIES ADD CONVENIENCE, SAVE STENOGRAPHIC TIME

EARPHONE— Light-weight plug-in earphone permits comfortable, quiet, efficient transcribing of taped messages.

FOOT SWITCH— Convenient plug-in switch provides foot control of both play-back and rewind movements of tape.

BACK SPACER— Compact plug-in back spacer allows stenographer to review three to 15 words automatically.

CARTRIDGES— Additional, easily-changed Code-a-phone tape cartridges permit filing of messages for future reference.

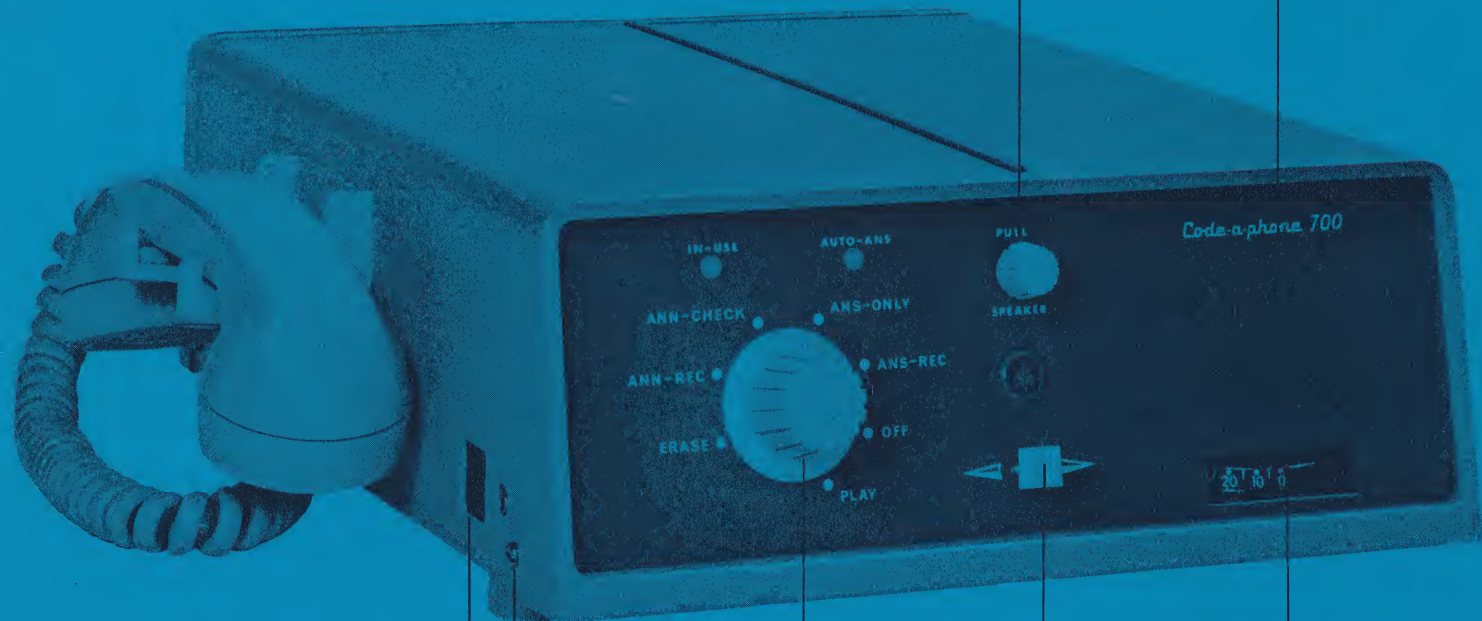
CODE-A-PHONES ARE AVAILABLE ON A MONTHLY SERVICE BASIS FROM YOUR TELEPHONE COMPANY

Like your telephone, Code-a-phones are installed, serviced and maintained by your telephone company as a part of your telephone service. A small monthly charge puts a Code-a-phone with all its valuable services on your desk. If you would like a demonstration your telephone company will be glad to arrange it without obligation.

***For Information Call Your Telephone Business Office and
Ask for a Communications Consultant***



Code-a-phone® MODEL 700



SPEAKER
CONTROL

SPEAKER

FOOT SWITCH
RECEPTACLE

EAR PHONE
JACK

FUNCTION
SELECTOR

FORWARD
REWIND
SELECTOR

TAPE
INDICATOR

Code-a-phone ELECTRONICS, INC.

8136 S. W. BEAVERTON HIGHWAY • PORTLAND 25, OREGON • AREA CODE 503 292-3585

April 7, 1964

Mr. Theador H. Nelson, Lect. S.S.
Ulster County Community College
214 W. Chestnut Street
Kingston, N. Y. 12403

Dear Mr. Nelson:

Thank you very much for your inquiry concerning the availability of the Code-a-phone Model 700.

We have enclosed a brochure outlining the functions and features of our unit. Additional information on this telephone answering and recording system may be obtained by contacting the business office of your local telephone company.

If we may be of further assistance in this matter, please call upon us at any time.

Sincerely,

Robert M. Clark
Rm.

ROBERT M. CLARK
Sales Manager

RMC:mk
Enclosure

Code-a-phone ELECTRONICS, INC.

8136 S. W. BEAVERTON HIGHWAY • PORTLAND 25, OREGON • AREA CODE 503 292-3585

April 7, 1964

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Ulster Couty Community College
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Sincerely,

R. E. Martz
dm.

R. E. MARTZ
Sales Representative

REM:dm
Enclosure

Code-a-phone®

answers, records
and stores
telephone calls
automatically,
day or night



■ Code-a-phone adds an extra-use, full-time dimension to telephone service during as well as after office hours. A turn of the dial and Code-a-phone goes to work—automatically answering incoming calls from clients, patients, customers and others with a recorded announcement in your true natural voice. It records and stores taped messages from callers for later delivery to you. Code-a-phone keeps your office "open for business" at all times around-the-clock—while you are busy, away or out for lunch, at night, or over weekends and holidays.

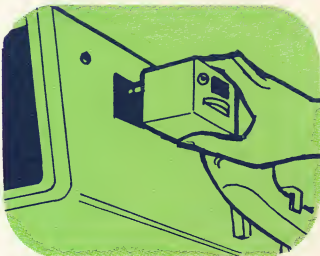
Your Code-a-phone is the very latest development in precision engineered, quality-built electronic equipment. It contains highest grade materials and components carefully assembled by skilled electrical craftsmen to bring you a fine, trouble-free instrument capable of performing a wide variety of important functions in business and professional telephone communications. Your use of Code-a-phone automatic answering is limited only by your need and imagination.

CODE-A-PHONE ELECTRONICS, INC.
Portland 25, Oregon

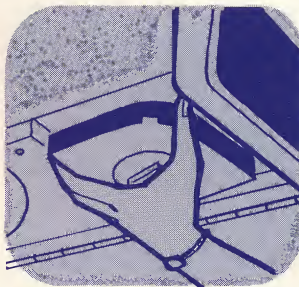


CARTRIDGES—Additional, easily changed Code-a-phone tape cartridges permit filling of messages for future reference.

BACK SPACER—Compact, plug-in back spacer unit allows stenographer to review three to 15 words automatically.



EARPHONE—Code-a-phone's light-weight, plug-in earphone permits quiet, efficient transcribing of taped messages.



FOOT SWITCH—Plug in switch provides foot control of both playback and rewind movements of tape.



The accessories shown here are designed to add convenience and efficiency to the operation of your Code-a-phone. These accessories are available from your telephone company.

Code-a-phone® ACCESSORIES

Suggestions for recording your
Code-a-phone® answering messages

Examples of typical *Code-a-phone*[®] answering messages

"Good evening. This is Ed Smith, manager of the City Center Motel speaking. I'm sorry but we have no vacancies for tonight. I suggest you call the Oak Tree Motel, 222-9821 if you are in need of accommodations for tonight. The number again is 222-9821. If you are calling for future accommodations, please leave your name and number and we will contact you in the morning when our office opens at 8:00 o'clock. Start your message when you hear the tone signal. We appreciate your call. Thanks."



"Hello, this is Brown's Department Store automatic phone ordering service . . . To order merchandise by phone, leave your name, address and if a charge account, your number. Then describe the items you want. Your order will be automatically recorded and delivered tomorrow. You may place your order when you hear the tone signal and thank you for calling Brown's Department Store."

"Hello, this is Doctor Jones speaking . . . I'm out of the office right now and you are being answered by our Code-a-phone automatic answering service . . . If your call is serious and requires immediate attention, I can be reached at the City Center Hospital. The phone number is 222-2828. If it is not an emergency, leave your name and phone number after you hear the tone signal. Your call will be recorded and I will call you as soon as I return. You may begin your message when you hear the signal. Thank you."

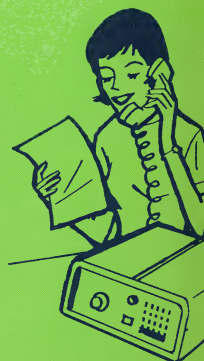
"Hello, this is the Acme Finance Company, Ed Jones speaking . . . you are listening to a Code-a-phone recorded message . . . If you are calling about a personal loan you've come to the right place. Acme makes it easy and convenient to borrow money day or night. In fact, you can arrange for your loan right now on the phone. Here is all you have to do . . . when you hear the tone signal, tell me your name, address, phone number, name of your employer and amount of loan you desire. Your application will be recorded and processed first thing in the morning. Your loan will be available to you when you come in tomorrow morning. Please start speaking when you hear the tone signal. Thank you for calling."

Preparing a Code-a-phone message

Your Code-a-phone records telephone answering messages up to three minutes long. In most cases, however, you'll be able to say all you have to in 20 to 30 seconds. Before putting your message on the tape it's a good idea to write it out and read it aloud. Make your messages as clear and concise as possible. First, greet your caller . . . then identify yourself and your company . . . explain that the caller is hearing a recorded message . . . proceed with your message . . . invite the caller to give information relative to his call . . . instruct the caller to start speaking after hearing the tone signal . . . and then end your message with the usual "thank you for calling" type of sign off.

As you record, use your usual telephone speaking voice. Speak clearly and slightly slower than you usually would. After recording, play your message back. If you find a mistake or wish to add a thought simply record over your original message.

Keep your answering message timely and up-to-date. In the morning or evening you may want to greet the caller with "Good morning" or "Good evening" instead of "Hello." At Christmas you may wish to include a "Merry Christmas" in your message. Examples of messages on this page are simply guides to help organize your answering messages.



"Good evening, this is Norm's Ski Shop, Norm Smith speaking . . . you are listening to a Code-a-phone recorded message. Ski conditions are good at White Pass. There's three inches of new snow and it's still snowing . . . Roads are slippery. Chains are required. If you are calling about reservations for next Saturday's ski trip, please give your name, phone number and the number in your party. The cost is \$4.00 a person and the bus leaves from the depot at 7:00 A.M. Please start speaking when you hear the tone signal. Thanks for calling."



"Hello, Jones Plumbing Co. . . . our office is closed for the night and this is a Code-a-phone recorded message . . . if you have need of emergency service tonight, please call me at home . . . 234-0801 . . . otherwise give your name and phone number and I will call you the first thing tomorrow. Please start speaking when you hear the tone signal. Thanks for calling."

"Hello, this is the Jones and Smith Advertising Agency . . . This is our lunch hour and your call is being answered by our Code-a-phone automatic answering service . . . The office will be closed until 1:00 o'clock. If you will give your name and number and the name of the person you wish to speak with, I will arrange to have your call returned right after lunch. Please start speaking after you hear the tone signal. Thanks for calling."

"Hello, Ace Radio and TV Repair Service, Don Smith speaking . . . what you hear is a recorded message . . . our shop closes at 5:00 P.M. If you are having trouble with your TV or radio set, please leave your name and phone number along with the make and model of your set and we'll stop in and have a look at it the first thing in the morning. Please start speaking after you hear the tone signal. Thanks for calling. We appreciate your business."

"Good morning, this is Anita at the Paris Beauty Shop speaking . . . this is a recorded message . . . I'm tied up right now with a customer and can't answer the phone. If you will give your name and telephone number after you hear the tone signal, I'll call you back as soon as I can. Thanks for calling."



"Hello. This is the Central Wholesale Drug Company's automatic order recording service. To place your order simply list the merchandise you desire right after you hear the tone signal. Your order will be automatically recorded and will be processed and delivered tomorrow morning. Don't forget to include our special of the week in your order . . . 100 tablet bottles of Exello Aspirin at \$0.00 a dozen. You may start ordering when you hear the tone signal. Thank you."

Code-a-phone ELECTRONICS, INC.

8136 S. W. BEAVERTON HIGHWAY • PORTLAND 25, OREGON • AREA CODE 503 292-3585

May 21, 1964

Theador H. Nelson
Ulster County Community College
214 W. Chestnut Street
Kingston, New York, 12403

Dear Mr. Nelson:

Your recent inquiry on Code-a-phone was greatly appreciated. We hope the descriptive literature was of interest, and that you found a real use for Code-a-phone in your business.

Although Code-a-phone is available throughout the country it has come to our attention that in a few areas telephone personnel are not completely familiar with our equipment. So that we can better determine these areas it would be very helpful if you would take the time to check the appropriate boxes on the enclosed prepaid postcard. This information will be of great assistance to us in our future planning.

We have enclosed a folder covering some suggested announcements and available accessories that perhaps you can utilize.

Thank you very much for your cooperation.

Cordially yours,



ROBERT M. CLARK
Sales Manager

RMC:dm
Enclosures